



## City of Sanford Fence Permit Application Checklist

**All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:**

### **Fences must be compliant with the City Land Development Regulations, Schedule F**

- ☐ Fence Permit Application completed and signed. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value
- ☐ Copy of the Business Tax Receipt (if the contractor is the applicant).
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Sanford as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Indicate the number of linear feet, height, number of gates, and type of material on application.
- ☐ Two (2) copies of site plan indicating where the fence will be located on the property.

### **Repairs**

*No Permit is required for Fence Repairs. A Fence Repair is qualified by one or more of the following:*

- Replacing individual slats; no more than 10% of the entire fence
- Replacing a section; no more than 3 sections of the entire fence. A section is defined by the fencing material between 2 posts.
- Replacing a post; no more than 4 posts total. Posts must be placed in or directly around the removed post without encroaching on neighbor's property.
- Replacing a gate

**\*\*Please contact the Building Division if you have any questions on Fence Repairs\*\***

*These guidelines were compiled to assist the applicant in preparing a fence permit application and may not be complete. The applicant is required to meet all City of Sanford codes and requirements.*